Gmail

jobs Wbproject <jobswbproject@gmail.com>

Apply for the post of:- OFFICE ASSISTANT

1 message

Muhammad Ishaque <muhammadishaque860@gmail.com> Fri, Dec 23, 2022 at 7:53 AM
To: "jobswbproject@gmail.com" <jobswbproject@gmail.com>

Dear Sir/Ma'am,

I am a certified Office Assistant with a passion for organization and knowledge of the Microsoft Office Suite. I am currently seeking freelance opportunities to make use of my skills and supplement my family's income during the summer when school is not in session.

I have experience working in various capacities as an Office Assistant, including:

- Data Entry: I can enter data into Excel spreadsheets with extreme accuracy.

- Word Processing: I have word-processed many different types of documents (e.g. business letters, PowerPoint presentations) to meet strict formatting standards.

- Administrative Assistance: I can coordinate schedules and appointments for multiple people, often at the same time.

I am confident that my skills will be a valuable asset to your office environment, and look forward to hearing from you soon! Thank you for your time and consideration

Sincerely,
MUHAMMAD ISHAQUE
CNIC NO:
45501-8898043-5

11 attachments

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203K

ishaq.jpg
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MUHAMMAD ISHAQUE

TEACHER

CONTACT

0303-0144253

0092-348-2576644

Mishaque72@yahoo.co

M ISHAQUE C

Address

Near at jama Masjid, Channa Colony Village Thikratho, Taluka Pano Akil, District Sukkur

Language know

SINDHI	100%
ENGLISH	
URDU	100%
PANJABI	30%

Profile

An organized professional with proven teaching guidance, and counseling skills. Possess a strong track record in improving test score and teaching effectively. Engaging different school teacher with 5 years of experience. Received 80%+ satisfaction rating from parents and students for each of those years. Seeking a role as a Head Master to continue my passion for nurturing young minds.

Personal Information

- F: Name Ghulam Hussain
- Cast Channa
- DOB 20/02/1999
- CNIC NO 45501-8898043-5
- Religion Islam
- Domicile Sukkur
- Nationality Pakistani

Education

Certificate	Grade	Passing Years	Institute
Matriculation	“ B “	2015	BISE Sukkur
Intermediate	“ C ”	2017	BISE Sukkur
BSC	“ A “	2020	SALU Khairpu
DIT	“ A “	2020	STEVTA

Experience

- Three years teaching experience at privet organization
- Two years teaching experience at Semi Government the branch of SEF- IRC- (Indus Recourse Center)
- One computer Operator in a shop personal shop

HOBIES

PLAY CRICKET, PLAY COMPUTER, READING BOOKS

Government of Sindh

TRADE TESTING BOARD SINDH

Directorate of Vocational Training Wing
Sindh Technical Education & Vocational Training Authority

Serial No. 28673 Reg. No. 3P28520D74024

Session. Jan. 2020 to Dec. 2020. Roll No. 65295

DIPLOMA

This One Year **Diploma in Information Technology** is awarded to

Mr. / Ms.
Muhammad Ishaque
S/o, D/o.
Ghulam Hussain
in recognition of successful completion of the prescribed skills & Knowledge from
Glamour Institute of I.T. Ghotki
The final examination was held in the month of September 2021

He / She secured **A** Grade.

Secretary **Chairman**

Issued on 16th August 2022 ,at Karachi.

GOVERNMENT OF SINDH

Trade Testing Board

V.T.I. Campus, Block-C, Al-Hyderi, North Nazimabad, Karachi.

S. No. 0154832

Transcript

Registration No. 3P28520D74024

Candidate Name : **Muhammad Ishaque**

Father's Name : Ghulam Hussain

Course : Diploma In Information Technology

Institute Name : Glamour Institute of I.T. Ghotki

Duration : One Year (**01-01-2020** To **31-12-2020**)

Semester- I **Roll No.** **33040**

S.No.	Subject	Maximum Marks	Passing Marks	Marks Obtained
1	Introduction to Information Technology	50	25	29
2	Office Automation	100	50	79
3	Programming Concept using C Language	50	25	33
4	Network Essentials	50	25	26
5	Web Programming Using Bootstrap & PHP	100	50	84
6	Object Oriented Programming Essentials Using C++	50	25	28
7	Practical	100	50	64

Semester- II **Roll No.** **65295**

1	Visual Basic with SQL	100	50	84
2	Java Programming	100	50	87
3	E-Commerce	50	25	46
4	System Analysis & Designing	100	50	93
5	Oracle	50	25	30
6	Project	100	50	74
	Total Marks	1000		757

Remarks : **PASS** ***Marks Obtained :*** 757 / 1000 ***Percentage :*** 75.7 ***Grade :*** A

80%.....100 % A-1
70%.....79.9% A
60%.....69.9% B
50%.....59.9% C
50% Less Fail

20 JAN 2022

Date of Issue **Checked by** **Controller of Examination**

VOCATIONAL TRAINING WING

SINDH TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY (STEVTA)

موجودہ پتہ: ٹھکرا ٹھو، تحصیل پنو عاقل، ضلع سکھر

45501-8898043-5

مستقل پتہ: ٹھکرا ٹھو، تحصیل پنو عاقل، ضلع سکھر

Usman Y. Mokim

Registrar General of Pakistan

105291120734

گمشدہ کارڈ ملنے پر قریبی لیٹر بکس میں ڈال دیں

PAKISTAN National Identity Card

ISLAMIC REPUBLIC OF PAKISTAN

Name
Muhammad Ishaque

محمد اسحاق

Father Name
Ghulam Hussain

غلام حسین

Gender
M

Country of Stay
Pakistan

Identity Number
45501-8898043-5

Date of Birth
20.02.1999

Date of Issue
30.11.2017

Date of Expiry
30.11.2027

96941

Holder`s Signature

Reg. No. E-SUK021800725
Date: 2018-02-26

ID: PRC--021800725

FORM (D)

(See Rule 5(1)(a))

Form of Certificate of Permanent Residence in the province of Sindh for the purpose of recruitment to the public Service of Sindh.

CERTIFICATE

I, hereby certify that for the reasons given below:-
Mr. MUHAMMAD ISHAQUE s/o GHULAM HUSSAIN by caste **CHANO**, has his Permanent resident in **THEKRATHO,TALUKA PANO AQIL,DISTRICT SUKKUR**.

(here enter name of place) **SUKKUR** District in the Province of **Sindh**.

This certificate is granted solely for the purpose of Recruitment to Public Service of Sindh

(HERE ENTER REASONS)

Born at: THEKRATHO
Educated at: THEKRATHO
Permanently Settled at: THEKRATHO,TALUKA PANO AQIL,DISTRICT SUKKUR

DEPUTY COMMISSIONER SUKKUR

Name (Raheem Bakhsh Maitlo) PAS
For
Designation DEPUTY COMMISSIONER
Place SUKKUR
Date February 26, 2018

Place: PANO AQIL

TKN021800744

Print Date: 26-Feb-18
Form Filled By:

Verify online @ http://www.drc.com.pk

Reg. No. SUK021800725
Sukkur Date: 2018-02-26

APPENDIX - XIV
FORM P-I

The Pakistan Citizenship Act 1951 (II of 1951) & Rule made there under
(Vide Rule 23)

CERTIFICATE OF DOMICILE

Whereas: MUHAMMAD ISHAQUE s/o GHULAM HUSSAIN has applied for a Certificate of Domicile under the Pakistan Citizenship Act. 1951 **(II of 1951)** alleging with respect to himself the particulars set out below, and has satisfied the undersigned that the condition said in Section 17 of the said Act for the grant of a Certificate of Domicile are fulfilled in said MUHAMMAD ISHAQUE s/o GHULAM HUSSAIN case.

Now therefore in pursuance of the powers conferred by the said Act and the rules made thereunder, the undersigned hereby grants to the said MUHAMMAD ISHAQUE s/o GHULAM HUSSAIN this Certificate of Domicile.

DEPUTY COMMISSIONER SUKKUR

Signed _____
Name (Raheem Bakhsh Maitlo) PAS
For
Designation DEPUTY COMMISSIONER, SUKKUR

PARTICULARS RELATING TO THE APPLICANT

Full Name:	**MUHAMMAD ISHAQUE**
Father's Name:	**GHULAM HUSSAIN**
Caste:	**CHANO**
CNIC Number:	4550188980435
Address:	THEKRATHO,TALUKA PANO AQIL,DISTRICT SUKKUR
Address in the country outside of Pakistan:	N/A
Place of domicile:	**(Place** UC THEKRATHO **Tehsil** PANO AQIL **District** SUKKUR)
Date of Arrival in the place of domicile:	BY BIRTH
(Prov/Admn.)	SINDH
Marital Status:	Single
Spouse Name:	N/A
Name of Childern and their ages:	N/A
Trade or occupation:	STUDENT
Mark of Identification	N/A

DEPUTY COMMISSIONER SUKKUR

Name (Raheem Bakhsh Maitlo) PAS
For
Designation DEPUTY COMMISSIONER
Place SUKKUR
Date February 26, 2018

TKN0218007 44

Print Date: February 26, 2018
Form Filled By:

Verify online @ http://www.drc.com.pk

Book No.SSC: HS 00290 Certificate No.SSC: HS 028971

Board of Intermediate & Secondary Education Sukkur

Sindh Pakistan

SECONDARY SCHOOL CERTIFICATE ANNUAL EXAMINATION 2015

This is to certify that the candidate bearing following particulars

SEAT NO: **119370** GROUP **SCIENCE**

NAME: **MUHAMMAD ISHAQUE** DISTRICT: **SUKKUR**

F/NAME: **GHULAM HUSSAIN**

SURNAME: **CHANO**

INSTITUTE: **387. GOVT. HIGH SCHOOL, THEKRATHO**

has passed the SECONDARY SCHOOL CERTIFICATE ANNUAL EXAMINATION held in the month of APRIL 2015 as a Regular candidate and qualified in the following subjects.

COMPONENT-I

1. Urdu & Sindhi Sales or Sindhi & Urdu Sales or English Literature & Urdu Sales / Geography of Pakistan
2. English
3. Pakistan Studies
4. Islamiat/Akhlakiat

COMPONENT-II

1. Physics
2. Chemistry
3. Mathematics
4. Biology / Computer Science

COMPONENT-III

He/She offered "NILL" as a vocational subject under this component and has been awarded Grade "-" by his/her Institution on the basis of internal assessment.

The candidate obtained **"B "** Grade by securing **557** marks out of **850** marks.
The Examination was taken by the candidate as a whole / in parts.

His / her date of birth as recorded in the admission form is **20-02-1999**
(in words) Twentieth February Nineteen Hundred Ninety Nine.

Sukkur, Sindh

Dated **30-01-2017**

Controller of Examinations **SECRETARY**

www.bisesuksindh.edu.pk

Book No.HSC: IH 00093 Certificate No.HSC: IH 009265

Board of Intermediate & Secondary Education Sukkur

Sindh - Pakistan

HIGHER SECONDARY CERTIFICATE ANNUAL EXAMINATION 2017

This is to certify that the candidate bearing following particulars

SEAT NO: **51344** GROUP: **PRE-MEDICAL**

NAME: **MUHAMMAD ISHAQUE** DISTRICT: **SUKKUR**

F/NAME: **GHULAM HUSSAIN**

SURNAME: **CHANO**

INSTITUTE: **127. GOVT. (BOYS) HIGHER SECONDARY SCHOOL SULTANPUR, PANO AKIL**

passed the HIGHER SECONDARY CERTIFICATE EXAMINATION of the Board of Intermediate and Secondary Education Sukkur held in the month of APRIL 2017 as a Regular candidate

The candidate was placed in **"C "** Grade by securing **622** marks out of **1100** marks.

The Examination was taken by the candidate as a whole / in parts.

Sukkur, Sindh

Dated **22-05-2019**

Controller of Examinations **SECRETARY**

www.bisesuksindh.edu.pk

SHAH ABDUL LATIF UNIVERSITY
KHAIRPUR, SINDH, PAKISTAN

Certificate No. F.AM 091917

Book No. 0920

CLASSIFICATION	
First	60% and above
Second	45% to 59%
Third	33% to 44%

MARKS CERTIFICATE

B.Sc (Pass) (Part-II)

Certificate shows the Marks secured by

Full Name: MUHAMMAD ISHAQUE

Father's Name: GHULAM HUSSAIN CHANO

Seat No: 063-07-0552 **Annual Examination** 2019

Held in the Month of February,2020 **Student Type:** Regular

College Name: Government Degree College, Pano Akil

Subject Name	Marks			Remarks
	Maximum	Passing	Obtained	
English	100	33	**42**	
Chemistry-II (Theory)	100	33	**52**	
Chemistry-II (Practical)	50	16	**43**	
Chemistry-III (Theory)	100	33	**54**	
Chemistry-III (Practical)	50	16	**42**	
Botany-II (Theory)	100	33	**65**	
Botany-II (Practical)	50	16	**45**	
Botany-III (Theory)	100	33	**64**	
Botany-III (Practical)	50	16	**39**	
Zoology-II (Theory)	100	33	**53**	
Zoology-II (Practical)	50	16	**42**	
Zoology-III (Theory)	100	33	**40**	
Zoology-III (Practical)	50	16	**43**	
	1000		624	
Part-I:	900		562	
Grand Total:	**1900**		**1186**	**First**

One Thousand One Hundred Eighty-Six

Monday, October 25, 2021 2:30:06 am

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Checked By:

Controller of Examinations

Note: The University reserves the right of issuing any correction in the result, if any mistake is deducted later on.

Note: *The University reserves rights of issuing any correction in the results, if any mistake is detected later on.*